MAERS Quick Reference Tool Kit

MAERS Development Team

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Cohort Guide

Follow Up Cohort	Registration Status	Exit Status	Contact Dates	Data Entry Dates
Obtain GED	N/A	Took all required GED Tests	On or after the program exit date through October 25th	After the program exit date through October 25th
Obtain HSD	Credits/Tests Tab – Has 50% or more of their transferrable high school credits in the exit year	N/A	On or after the program exit date through October 25th	After the program exit date through October 25th
Enter Post Sec. Educ.	Entry Status Tab – Participant earned a GED/HSD prior to program entry **OR** ⟶	Participant obtained their GED or HSD credential at program exit	On or after the program exit date through October 25th	After the program exit date through October 25th
Post Sec. Educ. (Yr#2)	N/A	If Enter Post Sec. Educ. was **No** or the Participant was unable to be contacted	July 1st – June 30th following the program exit year	July 1st – October 25th following the program exit year
Obtain Employment	Entry Status Tab – Unemployed Labor Status	N/A	First quarter after the program exit quarter (i.e. Program Exit date is March 1st. The contact quarter would be April – June.)	The quarter following the contact quarter. (i.e. Contact quarter is April – June. Data entry must be completed July – September. *Note: If October falls into the data entry quarter, then data must be entered by October 25th.*)
Retain Employment	Entry Status Tab – Unemployed Labor Status **AND** ⟶	With a positive Obtain Employment Follow Up result	Third quarter after the program exit quarter (i.e. Program Exit date is June 1st. The contact quarter would be January – March.)	The quarter following the contact quarter (i.e. Contact quarter is January – March. Data entry must be completed April – June. *Note: If October falls into the data entry quarter, then data must be entered by October 25th.*)
Retain Employment	Entry Status Tab – Employed Labor Status	N/A	Third quarter after the program exit quarter (i.e. Program Exit date is June 1st. The contact quarter would be January – March.)	The quarter following the contact quarter (i.e. Contact quarter is January – March. Data entry must be completed April – June. *Note: If October falls into the data entry quarter, then data must be entered by October 25th.*)

Follow Up Time Frames

Jul-Aug-Sept	Oct-Nov-Dec	Jan-Feb-Mar	Apr-May-Jun
Q1	Q2	Q3	Q4

Obtain GED/HSD
Contact any time after the exit date. Record data into MAERS no later than October 25th following the Program Year.

Postsecondary Education
Contact any time after the exit date. Record data into MAERS no later than October 25th following the Program Year.

Postsecondary Education (Year #2)
Contact any time beginning July 1st through June 30th in the Program Year following the exiting Program Year. Record data into MAERS no later than October 25th following that 2nd Program Year.

Obtain Employment
Contact the 1st quarter after the exit quarter. Record data into MAERS by the end of the 2nd quarter after exit.
Example: Student exited Q3. Contact must be done in Q4 with data input no later than the last day of Q1 of the next Program Year.
Note: If the data entry falls into Q2, the data must be entered by October 25th

Retain/Improve Employment
Contact the 3rd quarter after the exit quarter. Record data into MAERS by end of the 4th quarter after exit. **Example**: Student exited Q3. Contact must be done in Q2 with data input no later than the last day of Q3 of the next Program Year.
Note: If the data entry falls into Q2, the data must be entered by October 25th

System Exit Examples – 90 Days of No Service

Example #1:

System Exit - No Service for 90 Days
Example #1

PY 2013												
Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014

90 Days of No Service

A Participant registers on December 15, 2013 and nothing more (*no Class Enrollment, Attendance, Etc.*) is entered in MAERS. After 90 Days of No Service, the Registration is System Exited on on March 16, 2014.

Notes:
- NRS, October 2012, Page 36: "...*has not received instruction for 90 days...*"
- Only full days are counted
- The Registration Date is excluded from the count
- The System Exit occurs on the day after the 90th day of no activity.

In this example, the first day in the 90 day period is December 16, 2013 and the last day is March 15, 2014. Subsequently, the System Exit Date is March 16, 2014.
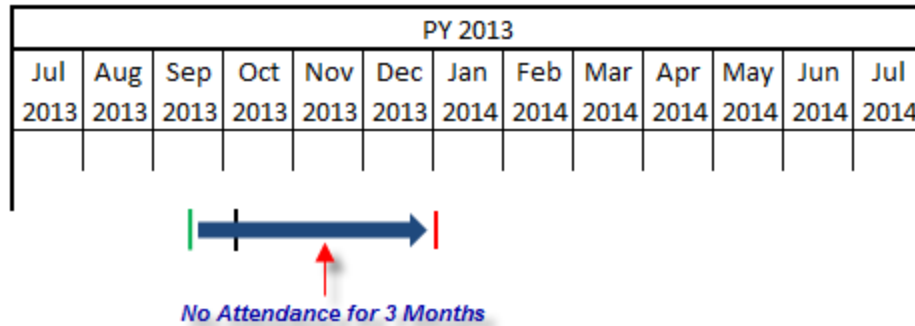
December 16 to 31	*= 16 Days*
January 1 thru 31	*= 31 Days*
February 1 thru 28	*= 28 Days*
March 1 thru 15	*= 15 Days*
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Total	*= 90 Days*

System Exit Examples – No Attendance for 3 Months

Example #2:

System Exit - No Attendance for 3 Months

PY 2013												
Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014

No Attendance for 3 Months

A Participant registers on September 15, 2013. They enroll in a Class on October 10, 2013. No additional data is entered (*Attendance, Class Exit, Etc.*) into MAERS. After 3 Months of no attendance being entered, the Participant is System Exited on January 1, 2014.
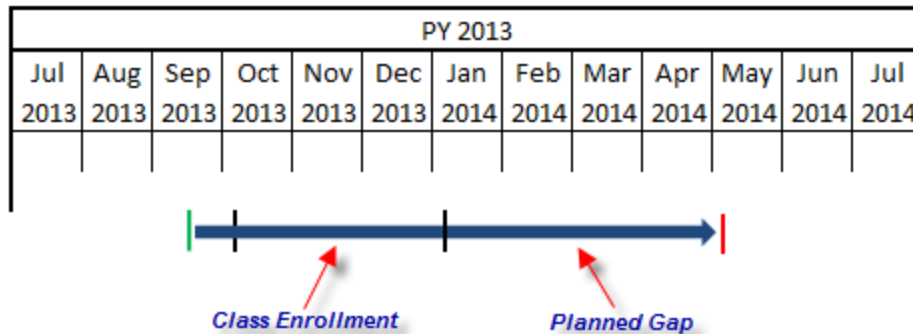
Notes:
- NRS, October 2012, Page 36: *"...has not received instruction for 90 days..."*
- No entered attendance for three consecutive months means that no instruction has been received
- Full months are counted
- The System Exit occurs on the first day of the fourth month of no attendance being entered

System Exit Examples – Planned Gap Ended

Example #3:

System Exit - Planned Gap Expires
Example #1

PY 2013												
Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014

Class Enrollment   *Planned Gap*

A Participant registers on September 15, 2013. They enroll in a Class on October 10, 2013. Attendance data is entered for October, November, December and January. At the semester break on January 10, 2014, the Participant enters a Planned Gap because of a work conflict. The end data of the Planned Gap is May 10 and the Participant plans to renter the May 11. The Participant does not return on May 11. They are System Exited on May 11, 2014 because MAERS did not find a new Class enrollment dated May 11, 2014.
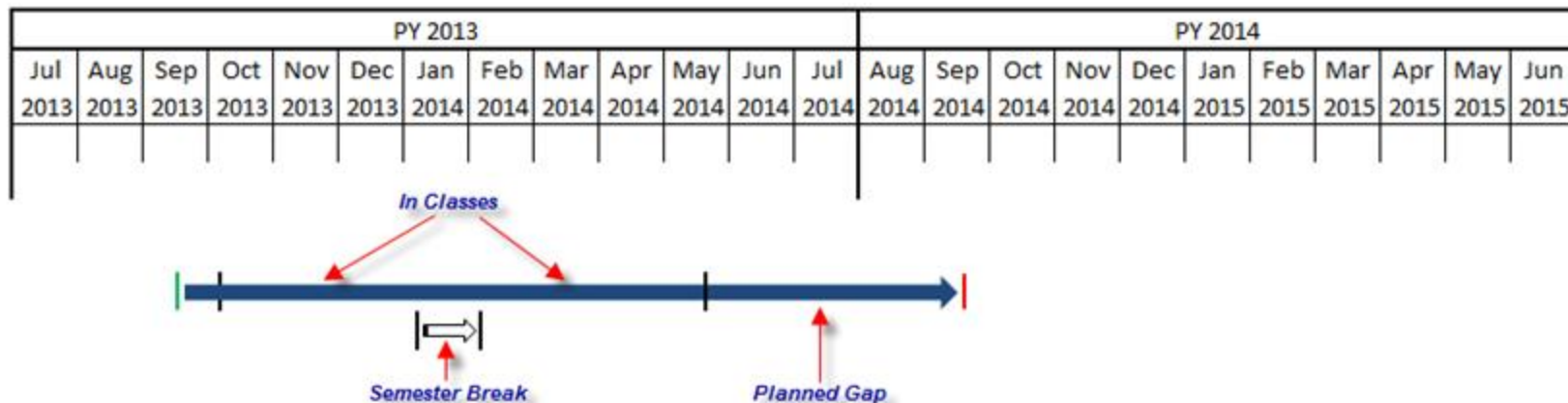
Notes:
- NRS, October 2012, Page 36: *"...has not received instruction for 90 days and has no instruction scheduled."*
- A System Exit occurs if a new Class Enrollment is not found in MAERS
- The System Exit is dated the day after the Planned Gap End Date

System Exit Examples – Planned Gap Ended

Example #4:

System Exit -- Planned Gap Ends
Example #2

	PY 2013												PY 2014										
Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015

In Classes

Semester Break

Planned Gap

A Participant registers on September 15, 2013. They enroll in a Class on October 10, 2013. On January 10, 2014 they exit their Class at the semester break. They resume classes on February 10, 2014. They attend classes until May 20, 2014 when the local program closes for the year. The Participant is placed in a Planned Gap on May 11, 2014 to keep their registration active during the summer break. The end date of the Planned Gap is September 19, 2014. The Local Program will resume operations on September 10, 2014. The Participant will return to Class on September 20, 2014. The Participant does not return to class on September 20, 2014 and they are System Exited on September 21, 2014.

Note: The Participant is NOT System Exited during their break in Classes that began on January 10, 2014 and continued through February 10, 2014. They are not System Exited because this break in service is less than 90 days.

Data Management Reports

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
Simple Participant Listing (SIMPLEPART)	Lists all registered participants during the Program Year, both new and continuing registrations. To be included in this report the following is required: • Active registration in the Program Year *Note: Filter options on this report can include or exclude exited participants*	• After Registrations are entered then as needed
Participant Active Enrollment (AESER)	A listing of participants including attendance, assessment, and cohort information. To be included in this report the following is required: • Enrollment in one or more classes at any time during the selected Program Year	• As needed
Post Test Listing (AEPOSTTEST)	Lists participants who have the required number of attendance hours to be eligible to post-test. To be included in this report the following is required: • Pre – Test	• Monthly
Follow Up Selection (AEFOLSEL)	Lists participants who are included in the Follow Up process. To be included on this report the following is required: • 12 or more attendance hours • Program Exit • Contact begin date is within the Program Year *Note: Filter options on this report can include all Follow Up, completed Follow Up, or Follow Up in progress*	• Quarterly
Missing Data (AEMDR)	Lists missing data for enrolled participants. To be included in this report the following is required: • Enrollment in one or more classes at some time during the Program Year Note: At this time, missing pre-tests are not included. To determine who may be missing a pre-test or class enrollment run both the SIMPLEPART and the AESER. If a name is on the SIMPLEPART and not on the AESER, that Participant is most likely missing a pre-test and/or a class enrollment.	• Quarterly
Provider Educational Gain (Provedgain)	Counts EFL Gains and Post – Test rate. To be included in this report the following is required: • All Registration filter – This will include all registered participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more attendance hours	• Monthly beginning mid Program Year
Participant Characteristics (AEPARTCHAR)	Counts participant characteristics for all registered participants. To be included in this report the following is required: • Active registration in the Program Year Note: The report can be filtered by All Registrations or NRS Registrations: • All Registration filter – This will include all registered participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more	• As needed

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
Instructional Area Characteristics (AEPROGCHAR)	Counts participant characteristics by Instructional Area. To be included in this report the following is required: • Program Exit Note: The report can be filtered by All Registrations or NRS Registrations: • All Registration filter – This will include all registered participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more	• As needed
Exited Participant Characteristics (AEEXCHAR)	Counts exited participant characteristics by Exit Status, EFL Gains, and Cohort/Goal Attainment. To be included in this report the following is required: • Program Exit Note: The report can be filtered by All Registrations or NRS Registrations: • All Registration filter – This will include all registered participants for the report year • NRS Registration filter – Will include participants who have a pre-test and 12 or more	• As needed
Missing Monthly Attendance Summary (MISSATTEND – Fiscal Agent Level)	Determines missing attendance for a selected month. Use this report to quickly determine if any attendance is missing for a given month. To be included in this report the following is required: • Active Registration within the selected month *Note: Zero's are considered valid data and will not count on this report as missing attendance*	• Monthly
Online Missing Attendance by Class Report	Displays classes by month where attendance is missing for one or more participants. To be included on this report the following is required: • At least one Participant within the class must be missing attendance for that month	• Monthly
Online Upcoming System Exit Report	Displays participants who will be system exited within the next 30 days due to either 90 days of no service or no attendance for the last 3 months. To be included in this report only one of the following is required: • A Participant has not been actively enrolled into a class for 90 days • A Participant has no attendance entered for 3 consecutive months • A Participant has zero's entered for attendance for 3 consecutive months • A Participant's Planned Gap has ended without a class enrollment immediately following *Note: This report can be filtered to view records which will exit Tomorrow, Within the next 7 days, Within the next 14 days, or Within the next 30 days.*	• Monthly

NRS Performance Reports

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
NRS Table 1 (AENRS-TABLE1)	A count of participants by Entering Educational Functioning Level, Ethnicity and Sex. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 2 (AENRS-TABLE2)	A count of participants by Age, Ethnicity and Sex. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required. • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 3 (AENRS-TABLE3)	A count of participants by Program Type and Age. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required. • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 4 (AENRS-TABLE4)	A count of Educational Gains and Attendance by Educational Functioning Level. Use this report for Performance Benchmarks set by USDOE and to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required: • Pre – Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 4B (AENRS-TABLE4B)	A count of Educational Gains and Attendance for Pre- and Post-Tested participants. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Post-Test	• Available after October 25th following the Program Year
NRS Table 4C (AENRS-TABLE4C)	A count of Educational Gains and Attendance for Distance Learning participants. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Participants with the Receiving Distance Learning services marked on the Other tab within their Registration	• Available after October 25th following the Program Year

Report Name	Report Description and Population Requirements	Report Scheduling Recommendation
NRS Table 5 (AENRS-TABLE5)	A count of participant's Core Follow Up Outcome Achievements. Use this report for Performance Benchmarks set by USDOE. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit	• Available after October 25th following the Program Year
NRS Table 5A (AENRS-TABLE5A)	A count of Distance Learning participant's Core Follow Up Outcome Achievements. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit • Participants with the Receiving Distance Learning services marked on the Other tab within their Registration	• Available after October 25th following the Program Year
NRS Table 6 (AENRS-TABLE6)	A count of participant Status and Program Enrollment. Use this report to complete the WIA Title II Federal Final Narrative Report. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours	• Available after October 25th following the Program Year
NRS Table 7 (AENRS-TABLE7))	Professional Staffing Counts. Use this report to complete the WIA Title II Federal Final Narrative Report. This table displays in MAERS automatically on September 14th each year and must be updated at that time. This table should be updated if new staff is acquired during the Program Year. Note: Update with staff additions only during the Program Year. Do not reduce the number when staff leaves the program.	• September 14th then as needed
NRS Table 8 (AENRS-TABLE8)	A count of Core Follow Up Outcome Achievements for Adults in Family Literacy Programs. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit • Participant's enrolled in a class with the Fam. Lit. Instructional Area	• Available after October 25th following the Program Year
NRS Table 10 (AENRS-TABLE10)	A count of Core Follow Up Outcome Achievements for Adults in Correctional Education Programs. To be included on this report the following is required: • Pre-Test • 12 or more attendance hours • Program Exit • Participants with one of the Corrections services selected on the Other tab within their Registration	• Available after October 25th following the Program Year

MAERS Development Team

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